

COMMUNITY JUSTICE DIRECTOR

Reports to:	Board of Commissioners	Job #:	185
Department:	Community Justice	EEO Code:	1
Exempt/Non:	E	Pay Range:	24
Bargain Unit:	Non-Represented	Revised:	11/06/2017

Critical features of this job are described under the headings below. They may be subject to change at any time. Nothing in this job description restricts appointing authority's right to assign or reassign duties and responsibilities to this job at any time.

GENERAL POSITION SUMMARY:

Plan, organize, direct and review the activities and operations of Adult Parole and Probation and Juvenile Department Services within Lincoln County. Provide leadership and direction to a broad range of responsibilities for the safety and protection of the public through offender control and rehabilitation programs. Use expansive knowledge of County, State and Federal legislative processes and legislative developments related to the adult and juvenile operations and professional/technical outcomes. Administer and supervise investigation services, adult and juvenile probation, parole, post-prison supervision, institutional leave programs, interstate compact, along with juvenile court, detention and shelter services. Manage the County adult work crew and juvenile community service programs.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- a) Develop, implement, and evaluate department goals, objectives, policies, and procedures. Work closely with other justice service providers, the Courts, other County Departments, the Local Public Safety Coordinating Council, and other community organizations to develop a coordinated system of justice services in Lincoln County.
- b) Responsible for the leadership, vision, direction, and accountability of the department.
- c) Responsible for the development, preparation and management of annual County and outgoing State operating budgets. Direct the forecast of resources needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement quarterly and mid-year adjustments as deemed appropriate. Prepare and submit quarterly allotment and budget change reports.
- d) Recruit, interview, hire and promote to fill vacancies. Oversee and direct activities of department personnel, including assigning and reviewing work, performance appraisals, training, development and discipline. Mediate, investigate and resolve problems. Administer collective bargaining agreements.
- e) Set goals and objectives for department and meet with staff regularly to ensure that knowledge, information and other data is communicated. Develop and implement policies and procedures.
- f) Serve as member of the Oregon Association of Community Corrections Directors, Oregon Juvenile Justice Directors Association, Local Public Safety Advisory Committee and various other boards and committees. Oversee public relations activities of department including making public presentations to groups and organizations. Act as liaison between department and other criminal justice agencies.
- g) Develop departmental plans, procedures and policies for administration of the county programs for supervision of maladjusted and delinquent youth. Preview and authorize arrests of offenders by parole and probation officers. Conduct and/or assist with arrests as necessary.
- h) Oversee casework interviews with maladjusted, delinquent or neglected youth and their families to diagnose and treat individual and family problems. Investigate and evaluate the possibility of out of home placement for youth. Conduct follow-up counseling interviews with children and families to aid in the solution of conflicts.
- i) Work with school, public health, welfare agencies, law enforcement, police and the District Attorney in matters pertaining to delinquent/dependent youth.
- j) Supervise development and maintenance of several departmental programs that are necessary in providing a rehabilitative atmosphere to youth and their families.
- k) Manage assigned facilities, including lease administration, safety inspections, maintenance and repair, space utilization, cleaning, parking and remodeling. Manage equipment including purchasing, maintenance and repair, safety inspections to ensure equipment is quality and in good working order. .
- l) Work with the Board of Parole ensuring that offenders are advised of legal rights and hearing process.
- m) Administration of grants to include monitoring, budgetary, timelines, documentation for grant compliance. Development of new programming to include planning, implementation, monitoring and evaluation to meet changing needs (i.e., to meet outcome measures, other legislative and judicial directives; female offender population; transition process, etc.).

- n) Monitor Supreme Court decisions and case laws regarding adult offenders and juveniles remanded to the court, rights of individuals, and the due process procedures. Ensure that all members of the department are informed of the latest legal activities, which may have an impact on departmental policies and procedures.

NON-ESSENTIAL FUNCTIONS:

Perform other duties as assigned. This document in no way implies that these are the only duties to be performed by the employee occupying this position.

JOB SCOPE:

This is a department head position, which requires the application of advanced management, strategic planning and organizational skills along with specialized knowledge in the practices, principles and procedures of juvenile and adult probation, as well as overall justice system and social work. Required to interpret and apply extensive knowledge of the Oregon Juvenile Code, Community Corrections Statutes and related Court practices, as well as federal and local laws and regulations that apply to probation and parole, and the policies and procedures of law enforcement officers. The position is accountable for the performance of a diverse staff that works in capacities ranging from work crew foremen and technicians to highly trained professional counselors and certified officers. Decisions are made within broad interpretation of written policies, past practices, evidenced-based practices and city, state and federal laws. Job involves a high degree of complexity in dealing with a wide diversity of work situations. Operates independently, with little direction. Work is reviewed for adequacy of professional judgment, compliance with policies, and achievement of results consistent with goals and objectives. Errors in work can result in threats to public safety, legal liability, increased costs and negative impact on department and County credibility.

SUPERVISORY RESPONSIBILITY:

Supervise County employees engaged in administrative, clerical, counseling, facility, certified professional law enforcement positions and overseeing work crews.

INTERPERSONAL CONTACTS:

Interpersonal contacts made with both Lincoln County employees and non-employees. Internal contacts include within own department and other departments. External contacts include the public, citizens, youth, families, community groups, Commissioners, other government agencies, schools, attorneys, advisory boards, media and other human services. Interaction includes information exchange, negotiation, directives, interview, counseling, evaluation, training, public relations, and problem-solving. Contacts are usually made on own initiative and may concern confidential/sensitive information. Contacts occur in person, by telephone and by written or electronic correspondence, and in group settings.

SPECIFIC JOB SKILLS:

Extensive knowledge of the practices, principles and procedures of adult and juvenile justice and correctional systems, programs and services. Extensive knowledge of behavior and adjustment problems of persons convicted of crimes and methods of treating them. Thorough knowledge of modern principles and practices of management, supervision and administration, as well as knowledge of the principles, practices and procedures of public budgeting and contracting, including fiscal management, budget preparation, expenditure control and record keeping. Thorough knowledge of strategic planning practices and the ability to analyze and evaluate operations. Excellent communication and public relations skills. Excellent human relations, interviewing, counseling and report writing skills and the ability to teach these skills to others. Skill in program development and interagency planning. Extensive knowledge of the judicial system, state and federal criminal law, probation and parole policies, and police and Sheriff procedures required. Thorough knowledge of corrections policies, procedures, practices and programs. Strong oral, written and reading skills. Ability to negotiate; deal effectively with all levels of people; evaluate, isolate and act upon complex problems, recommend or implement action; ability to organize, research, analyze, and problem-solve.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

Requires a Bachelors degree in behavioral or social sciences, criminology, psychology, law enforcement or related field. Master's degree is preferred. Requires at least eight years of progressively responsible experience in juvenile and/or adult corrections or social services, including a minimum of five years of supervisory or management experience, or any equivalent combination of education, training and experience. Must have advanced certification as an adult parole and probation officer and possess a valid Oregon drivers' license.

JOB CONDITIONS:

Requires working both during and sometimes before and/or after normal business hours, with attendance at evening meetings and working on-call status. High potential for physical injury and/or harm. Frequently exposed to life threatening events as result of exposure to high risk felony offenders in uncontrolled community settings. Likely to be armed when assisting officers at time of arrest, search or other potentially dangerous situations. Requires dealing with angry and/or distraught people. Requires travel within and outside the County on a regular basis.

PHYSICAL DEMANDS:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADA COMPLIANCE:

Physical capability to handle high mobility demands and complex personal interactions.

- a. Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- b. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
- c. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Lincoln County will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED IN THIS DOCUMENT:

- a) Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- b) Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the County.
- c) Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the County. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

[Handwritten Signature]

Board of Commissioners, Chairperson Approval

Nov 10 2017

Date

[Handwritten Signature]

Personnel Director Approval

11-6-17

Date

Employee Signature

Date

